

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D. C.

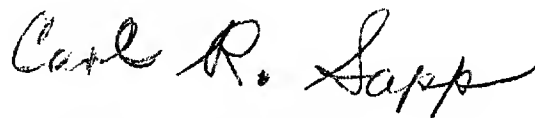
Office of Budget and Finance

November 9, 1960

MEMORANDUM TO LEGISLATIVE REPORTING OFFICERS OF VARIOUS EXECUTIVE
DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

Thank you for replying to my memorandum of September 12, 1960,
which requested information about the legislative reporting pro-
cedures of your department or agency.

Enclosed is a summary of the replies which I received. I hope
this information will be helpful to you in evaluating your present
procedures.

A handwritten signature in cursive script, reading "Carl R. Sapp".

Chief, Division of
Legislative Reporting

Attachment